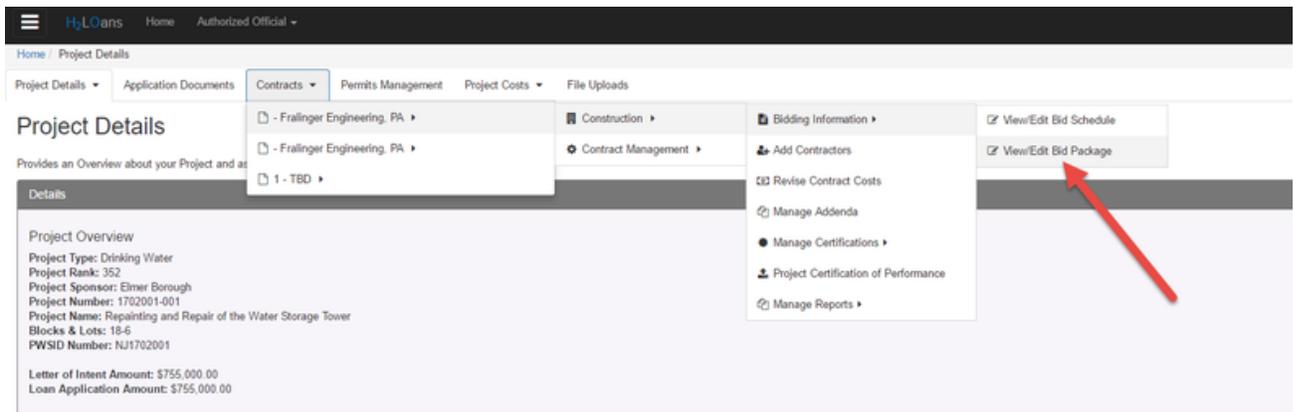


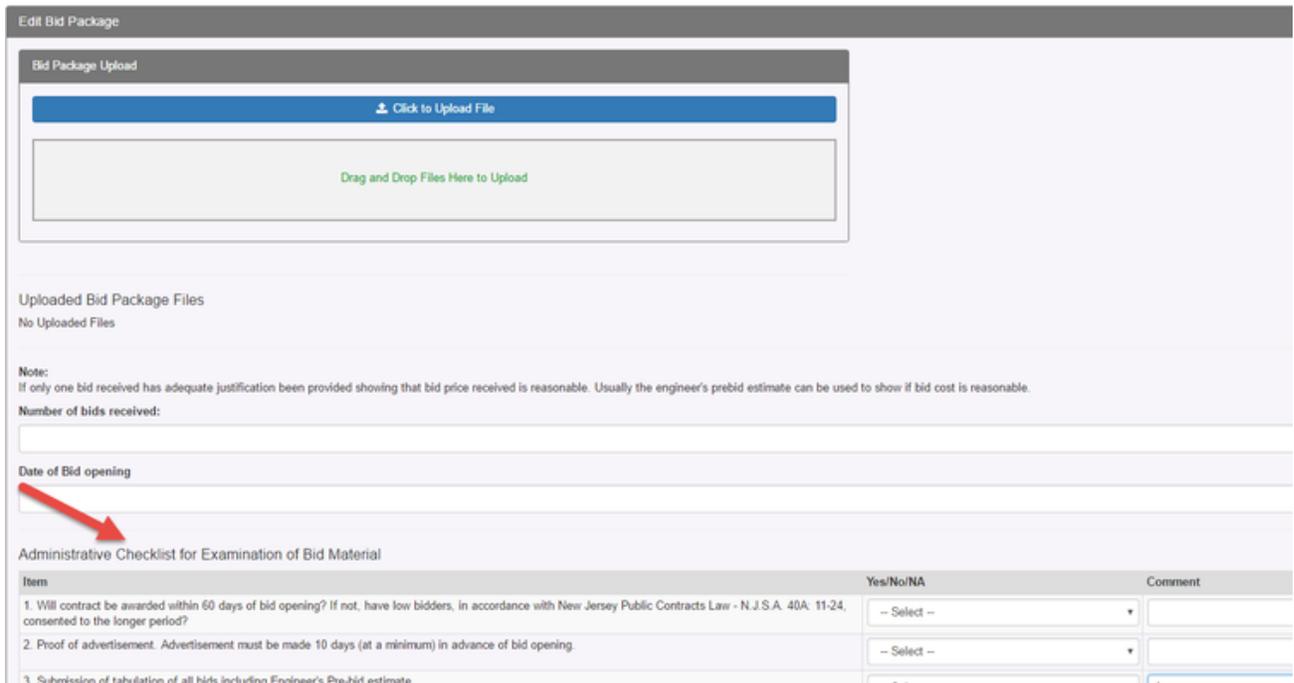
# Sponsor - Uploading Bid Package and Completing Administrative Checklist

The following steps are to allow the sponsor to upload the Bid Package and have the Administrative Checklist filled out.

1. Login to [www.h2loans.com](http://www.h2loans.com)
2. Navigate to the **Project Details** page.
3. Click **Contracts** tab on the top navigation panel.
4. Click the contract **Construction Bidding Information View/Edit Bid Package**



5. On the Bid Package page, in the Edit Bid Package panel, you will see the **Administrative Checklist for Examination of Bid Material**. Please fill out all relevant information and click **Save**.



6. Please click **Click to Upload File** under the **Bid Package Upload** panel if you wish to upload your

document. Alternatively, you may also use the **File Uploads** tab (on the top navigation pane) to upload your documents.